

	SEXUAL ASSAULT	Operations Order 7.29.00
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1. SEXUAL ASSAULT

- A. Patrol officers will normally conduct the initial investigation for sexual assault cases when the crime scene is basic.
 - Officers may contact the Family Investigations Bureau (FIB) Sex Crimes Detail with any questions.
- B. Patrol supervisors will contact the Sex Crimes Detail during normal business hours, or the Violent Crimes Bureau (VCB) desk sergeant after hours, to request detectives to assume the initial investigation when one or more of the following circumstances exist:
 - Unusually complex investigation (complex or multiple scenes, search warrant required, suspect to be interviewed, multiple victims, or multiple witnesses to be interviewed)
 - The sexual assault involves a high-profile incident or serial rapist
 - The sexual assault was committed in conjunction with a home invasion or business robbery
 - The victim receives serious injury requiring hospitalization
 - Non-acquaintance sexual assault where the victim is kidnapped and transported to a secondary location
 - It is in the best interest of the Department
- C. The FIB/VCB supervisor will determine the appropriate response.

2. VICTIM CONTACT

- A. Victims of sexual assault may respond differently to these incidents.
 - (1) Officers should be aware some victims may display anger or be so emotionally traumatized they cannot answer questions or may even be in denial.
 - (2) An initial in-depth interview may not be possible or appropriate, however the investigating officer should attempt to determine if a crime occurred and what type of crime, (sexual assault, sexual abuse, etc.).
 - (3) Consideration should be given to obtaining available information from the victim without turning the interview into an interrogation.
 - Basic facts need to be established in order to determine the response of additional personnel: for example, detectives or a Forensic Nurse Examiner (FNE).
- B. It is important victims are treated with compassion, and, if necessary, they should receive immediate medical attention.

3. SEXUAL ASSAULT MEDICAL EXAMINATION

- A. Pursuant to [Arizona Revised Statutes \(ARS\) 13-1414](#), Maricopa County is legally responsible for any medical or forensic interview expenses incurred for evidence gathering in sexual assault cases occurring within Maricopa County.
 - (1) Treatment related to the sexual assault, such as X-rays to check for fractures or stitches, are not required by law to be paid for by Maricopa County.
 - (2) Officers should inform victims they may be held financially responsible for any hospital or doctor bills not paid for by Maricopa County.
- B. FNEs will conduct all sexual assault exams in Maricopa County.

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3. B. (1) The below locations are authorized for exams in Maricopa County:

Phoenix Family Advocacy Center (FAC)	2120 North Central Avenue, Suite 250, Phoenix
Northwest Glendale FAC	4600 West Glendale Avenue, Glendale
Mesa FAC	225 East 1st Street, Mesa
Scottsdale Memorial Hospital - Osborn	7400 East Osborn, Scottsdale
Scottsdale Memorial Hospital - North	9003 East Shea Boulevard, Scottsdale
Goodyear FAC	140 North Litchfield Road, Goodyear
Scottsdale FAC	10225 East Via Linda, Scottsdale

- (2) The Phoenix FAC should be the primary location for exams; however, circumstances may arise that would preclude the victim from being examined at one of the centers: for example, serious injury requiring hospitalization.
- C. Digital photographs should be taken by a digital camera certified employee using a color chart to clearly depict any reports of injuries, visible or not.
- D. Requesting the Examination of a Sexual Assault Victim
- (1) The victim must state they are willing to submit to a sexual assault examination for the collection and preservation of evidence and be at least 12 years old.
- The incident must have occurred within 120 hours (five (5) days).
 - The age of the victim and nature of the allegation may warrant the exam being completed by medical personnel at ChildHelp USA, 2346 North Central Avenue, Phoenix.
- (2) Officers should be aware sexual assault victims are considered part of the crime scene and shall be treated as such by ensuring potential evidence is not lost or contaminated (strongly encourage the victim to not eat, drink, urinate, etc.).
- (3) If detectives will be responding and assuming the initial investigation:
- Responding detective/s will coordinate the FNE response.
 - Patrol officers will be required to transport the victim to an FAC
- (4) If detectives will not be responding, officers will:
- Request an FNE through the FNE's on-call pager which can be provided by the VCB desk sergeant.
 - Transport the victim to an FAC (for chain of custody reasons, the victim will be transported by City personnel, NOT family or friends)
 - * For victims having injuries requiring hospitalization or who are already being treated at a hospital, the FNE will respond to the victim's location for the exam.
 - * In most cases the investigating officer will transport the victim to an FAC, however the Fire Department Crisis Response (CR) units are available for transportation needs and can be contacted via fire dispatch.
 - Ensure photographs are taken of any injuries sustained by the victim.
- (5) As part of the protocol, a victim advocate will usually be notified by the FNE and will respond to the FAC; however, victim advocates can also be contacted via radio through the CR unit.
- E. Access to the Phoenix Family Advocacy Center (FAC)
- (1) Officers will access parking for the Phoenix FAC from the driveway located on the top floor of the parking garage on the west side of the building.

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3. E. (2) Officers will enter the access code on the keypad and enter the building.
 - Current codes will be available from the radio supervisor or the VCB desk sergeant.
 - (3) Once inside, officers will enter the elevator to their right and go to the second floor.
 - (4) Officers will exit the elevator and proceed down the hall to the first door marked "Nurse's Area" and access the door with their identification (ID) badge.
 - (5) Officers will wait with the victim until the FNE arrives or a victim advocate assumes responsibility of the victim.
 - (6) For safety reasons, the officer may have to stay with the FNE while the exam is conducted.
 - The victim advocate will provide immediate and follow-up care for the victim.
 - Officers can complete associated paperwork while at the facility.
 - Disposition of the sexual assault kits will be handled by the FNE.
 - (7) Outside agencies needing access to the Phoenix FAC after hours will contact their department's radio dispatch.
 - They will be responsible for contacting an FNE for assistance in performing the exam.
 - The access code for the facility can be obtained through the Phoenix Police Department radio dispatch.
 - Outside agencies will take possession of the sexual assault kit prior to leaving the facility.
- F. Sexual Assault Kit
- The FNE is responsible for the disposition of the kit.

4. **DOCUMENTATION**

- A. Any sexual assault report that requires immediate follow-up will be completed as soon as possible.
- B. Information that will be included in the Incident Report (IR):

NOTE: Officers' personal opinions will not be included in the IR.

(1) Victim	Full name, address, telephone numbers, employment data, complete physical description, emotional state, and clothing worn <u>NOTE:</u> If it is determined the victim does not have a local address or a phone number, advise the victim to call the Sex Crimes Detail at 602-534-2121 once the victim has a contact phone number or address.
(2) Suspect	Full description including full name, addresses, marks, scars, tattoos, jewelry, facial hair, glasses, speech, odors, other criminal history, and master name index (MNI) number
(3) Multiple Suspects	Each suspect must be individually designated, described, and separate acts determined
(4) Weapon	Describe the kind and any observed characteristics
(5) Vehicle	Description including type, make, model, observed characteristics, license number, color, damage, unique feature of interior/exterior, locations of physical contact by the suspect and victim
(6) Incident Location	Address, type of structure (apartment, house, etc.), area (mountain, desert, etc.), lighting, entrance, and exit sites
(7) Injuries	- Describe injuries, (marks, bruises, etc.), or lack of injuries - Nurse's name and any comments made, excluding personal opinions

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4. B. Information that will be included in the Incident Report (IR): (Continued)

(8) Witnesses/ Investigative Leads	• Full name, race, sex, address, home and work phone numbers, and work/school hours
(9) Investigative Evidence	• <u>Fingerprints</u>: Processed by whom, where, what • <u>Photographs</u>: Digital by whom, where, what, how many, and person directing the photographs be taken • <u>Property Damage</u>: What, how, significance • <u>Biological Evidence</u>: Semen, blood, saliva, urine, feces, hair, and the location found, amount, how collected, and from whom, if known * Biological evidence must be dried prior to impounding. * Ensure the appropriate impound location: for example, <i>Family Advocacy Center</i> or <i>Drying Room</i>, is selected for the "Impounded Site" * See Operations Order 5.8.01, Biological Evidence Procedures, for further details. • <u>Other Evidence</u>: Number each item, describe it, and where it was obtained, note if photographed, processed for prints, or submitted for scientific analysis, and disposition.
(10) Interviews	• Provide separate and complete statements documenting remarks of all persons interviewed. • List observations, knowledge, and involvement of each person.
(11) Critical Elements	• These must be established by documented actions of the suspect and provided by the victim's interview and corroborated by the physical and circumstantial evidence.
(12) Narrative	• <u>Synopsis</u>: Briefly describe what happened, to whom, when, where, and how. • <u>Report Body</u>: * Date and time of dispatch, to where and for what reason * Who and what were present at arrival * Description of the incident scene * Event description by victim/witness/suspect * Detailed description of specific sex acts involved * Evidence locations * Victim's condition

Last Organizational Review: